



The Southeast Regional Key at PHMC Program Administrator Mini Conference Tuesday, February 28, 2012 Session Descriptions

Effective Leadership: Organization Culture and Climate (D8-C2-96) Peg Szczurek - Associate Director, DVAEYC. Participants in this session will learn to describe organizational culture and climate and implement the use of assessment tools to assess components of organizational culture and climate. Participants should be prepared to create goals for their program related to improving organizational culture and climate.

Introduction to Strategic Planning (K8-C3-96) Farrah Parkes - Program Officer, Targeted Solutions, PHMC. This workshop will introduce providers to the strategic planning concept and provide them with the tools to begin that process. Providers will learn how to assess their readiness for strategic planning, collect data, engage stakeholders, develop SMART goals and objectives, and create an implementation and evaluation plan.

Evaluating Outcomes for Children in Your Center (K8-C3-96) Jennifer Keith - Research Associate, PHMC. In this workshop, participants will learn how to develop a logic model and identify program outcomes. Participants will also learn about tools for measuring and tracking progress towards outcomes and how best to utilize data for program improvement, reporting, or fundraising.

Continuous Quality Improvement and Keystone STARS: Putting the Pieces Together WORKING SESSION (K6-C3-96) Zachary Cohen - Trainer/Curriculum Specialist, SERK, PHMC. Participants will review and discuss current research related to quality rating and improvement systems and use existing Keystone STARS documents to create or revise quality improvement plans. Please consider having the following documents along as potential sources of evidence for creating or revising your site's CQI plan. Documents to bring: Existing CQI plan (if you have one), Keystone STARS Worksheet for your current STAR level and/or the next STAR level; ERS assessment (Self or Validation) scores including improvement plan; TA action plan. These forms can be downloaded at www.pakeys.org.

Building Your All Star Team: Using Reflective Supervision to Improve Program Quality (K8-C2-96) Alexandra Patterson - STARS Specialist, SERK, PHMC. Are you a director or leader in an early childhood program? Are you tired of figuring out all of the answers? Then this workshop is for you! In this session you will learn why questions are more important than answers in the process of continuous quality improvement. You will develop techniques for supporting Reflective Practice in your program and learn how to grow your staff into an All Star team.

Engaging Families (K3-C2-34) Carmen Gatti - Director, Southeastern PA SACC Project, MELC. Administrators often struggle with strategies for communicating and engaging family participation in their programs. This session supports the work of building positive and reciprocal relationships with families. Participants will explore factors that impact connecting with families and develop strategies to engage families to support child development.

Marketing Your Child Care Program (K8-C2-97) Tyrone Scott - Program Manager, DVAEYC. Marketing is sometimes a "four letter word" in this field. We know we need to fill our classrooms, but we don't want to sound like used car salesmen. Join us for a stimulating workshop on assessing the market and your potential customers. Participants will be introduced to SWOT analysis and be able to use this tool to develop a preliminary marketing plan. Additionally, participants will be given 25 ways to inexpensively market their programs.

Tools for Understanding Career Advising (K6-C2-62) Sarah Payne - Career Advisor, SERK, PHMC. This workshop will teach participants about the PA Career Lattice and the basics of advising your staff on career planning. Participants will receive information and resources to support staff in achieving their career goals.

Developing Policy to Support Inclusive Practices (K8-C2-91) WORKING SESSION Philippa Campbell - Professor and Director, Child and Family Studies Research Programs, Thomas Jefferson University. Join other members of the early childhood community to discuss including children with challenging behavior, disabilities, or other special needs in child care programs. Contribute to a discussion of the types of policy and supports that would help increase inclusive opportunities for children in the southeast region.

Prevention Strategies for Addressing Challenging Behavior (K1-C3-02) Sharon McClafferty and Bernadette Lewis - Early Childhood Mental Health Consultants, SERK, PHMC. This session will support administrators in preparing their programs and staff with skills to prevent challenging behavior. Objectives will include understanding the importance of observation, reflection and partnering with parents as well as the implementation of prevention strategies.

Hiring, Supporting and Retaining Quality Teachers (K8-C2-91) Jennifer Bradshaw—Infant Toddler Specialist, SERK, PHMC. This workshop will provide directors with information on how to hire qualified teachers and support their growth through orientation, regular classroom observations and feedback and professional development. Directors will gain knowledge of how to create action plans to improve teacher performance and how to boost morale.

Keystone STARS Grant Receipt Collection WORKING SESSION (K8-C2-95) Amanda Atkinson - Grants and Contracts Coordinator, SERK, PHMC. This working group will look at the process of coding receipts and entering expenses into the new Grant Receipt Collection documents. The session will be of value to any recipient of Keystone STARS grant funding, but will be most useful to practitioners with complex receipts to document. Please bring copies of receipts associated with Keystone STARS grant spending.